

**FOREIGN NATIONAL STUDENT INTERN PROGRAM  
COMMERCIAL INTERNSHIP OPPORTUNITY  
ANNOUNCEMENT NUMBER: 14/33**

**OPEN TO:** All non-U.S. citizen university students resident in Vietnam  
**POSITION:** Student Intern (2 positions)  
**OPENING DATE:** June 10, 2014  
**CLOSING DATE:** June 24, 2014  
**WORK HOURS:** Part-time, Minimum 8 hours up to 20+/week  
**LENGTH OF INTERSHIP PROGRAM:** Not to exceed 06 months

The Embassy of the United States of America in Hanoi is seeking two part-time, unpaid university student interns for the Commercial Service's Office (CS).

**BASIC FUNCTION OF THE POSITION**

The CS Internship program benefits both the U.S. Embassy and student interns by providing a valuable educational experience to student while assisting the Embassy accomplish important mission goals.

CS Interns will be responsible for: 1) Work with Commercial Officers and Specialists to coordinate preparations for US Trade events in Vietnam. 2) Provide outreach support for US companies operating in Vietnam. 3) Assist in researching, editing and writing market research reports, contact lists and promotional materials. 4) Assist with client communications.

Please contact the Human Resources Office at 3850-5000 X 5127 with questions.

**QUALIFICATION REQUIREMENTS**

**NOE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- Must be currently enrolled as a full-time college/or as a senior (4<sup>th</sup> year) under graduated or graduated student in Vietnam.
- Must have excellent communication skills and ability to work as part of a dynamic team.
- Must be at least 18 years of age at the time of appointment and a non-U.S. citizen.
- Must have demonstrated the potential to accomplish the type of work to be performed.
- Good command of both spoken and written English is required (this will be tested).
- Good computer skills including Word and Excel are required (this will be tested).

**ADDITIONAL SELECTION CRITERIA**

1. Non-host country foreign nationals who are legal resident students of Vietnam are required to submit the same documentation as the other applicants, and also legal residency permit for consideration.
2. All Student Intern Program applicants must have graduated from high school or equivalent secondary school prior to beginning program.

3. If selected, candidates will be required to produce a “Letter of Introduction” from their university.
4. If selected, the student will receive a security background check.

**PLEASE NOTE: INTERNS ARE NOT CONSIDERED U.S. EMBASSY EMPLOYEES**

- ❖ The intern will not be considered as a Federal employee.
- ❖ There will be NO employment benefits associated with this position: annual leave accrual, sick leave, etc.
- ❖ There will be NO compensation or payment.

**TO APPLY**

Interested candidates for this position must submit the followings, or the application will not be considered:

1. Application for Foreign National Student Intern Program (find the [attached form](#)).
2. Statement of Interest form (attached) should include the student’s objectives and motivations in seeking an internship and how their academic courses and other experiences relate to the Mission’s goals/ Commercial Service office’s needs.
3. Gratuitous Service Agreement (Attached).
4. A copy of ID card and student card.
5. Copy of most recent academic transcript.
6. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION**

Applications should be submitted through email to the address: [HanoiHR@state.gov](mailto:HanoiHR@state.gov)

Subject line must be: **(HN VA 14/33)** or your application may not be considered.

We will only accept applications by email. If you encounter a problem, please call Human Resources Office (84-4) 3850-5126 or (84-4) 3850-5127. Please do **NOT** attach a photo on an application form.

**POINT OF CONTACT:**

Human Resources Office

Telephone: 84-4-3850-5000 ext. 5127/ext. 5126

Fax: 84-4-3850-5019

**CLOSING DATE FOR THIS POSITION: JUNE 24, 2014**

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.)